

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.

2245

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson University

Honors College

AGENCY

DIVISION

Item No.	Description	Retention
1	General Files: Correspondence, Memo Budget Records, Invoices, Purchase Orders	Screen annually. Destroy materials requiring no further reference. Remaining material of administrative legal or historic value held for 25 years, then destroyed.
<p>UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.</p> <p>IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.</p>		

Schedule Approved by Department,
Agency, or Division Representative

8/7/01 Louise Laurence Director
Date Signature Title

Schedule Authorized by
Hall of Records Commission

FEB 05 2003 Edward C. [Signature]
Date State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

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2246

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson University

Administration and Finance -

AGENCY

DIVISION Administrative Services

Item No.	Description	Retention
1	General Files: Correspondence, Memo, Budget Records, Proposals, Special Projects, Invoices, Staff Files, Forms, Purchase Orders.	Screen annually. Destroy materials requiring no further reference. Remain material of administrative, legal or historical value held for 25 years, then destroyed.
<p>UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.</p> <p>IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.</p>		

Schedule Approved by Department,
Agency, or Division Representative

8-8-01

Date

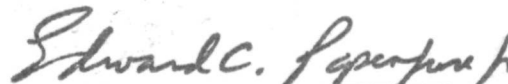

Signature

Assoc. V. P.
Title
Admin. Svs.

Schedule Authorized by
Hall of Records Commission

FEB 05 2003

Date


State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.
2247

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RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON UNIVERSITY

Council on Economic Education in Maryland

AGENCY

DIVISION

Item No.	Description	Retention
1.	General Files: Correspondence, Memo, Budget Records, Proposals, Special Projects, Invoices, Staff Files, Forms, Receipts, Purchase Orders, Financial Documents	Screen Annually, Destroy materials requiring no further reference. Remaining materials of administrative legal or historical value held for 25 years, then destroyed.
UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.		
IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.		

Schedule Approved by Department,
Agency, or Division Representative

8-2-01

Date

Carol Jarvis
Signature

Exec. Director
Title

Schedule Authorized by
Hall of Records Commission

FEB 05 2003

Date

Edward C. Saperstein
Signature

State Archivist